

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CAPTAIN OF CORRECTIONAL OFFICERS –
Firing Range

SALARY GROUP: B19

DEPARTMENT: Correctional Training

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Lorie Davis DATE: 09/13/2016

POSITION #: 037032

I. JOB SUMMARY

Performs advanced supervisory work in the Firing Range training programs. Work involves directing the activities of assigned staff engaged in instructing security and non-security trainees and employees in the use of firearms, chemical agent delivery systems, riot control, and defensive tactics; and maintaining order and discipline. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Directs overall supervision of Firing Range activities; supervises, schedules, instructs, trains, and ensures the safety of assigned employees and offenders; and assists in formulating security and work procedures.
- B. Supervises, directs, and trains security trainees and employees to conduct searches for contraband; provides instruction and training for security trainees and employees to count, feed, and supervise offenders in housing, work, and other areas accessed by stairs, steps, and ladders; and trains others to perform security of various assigned areas involving long periods of sitting and standing and climbing stairs, steps, and ladders to reach the assigned areas.
- C. Supervises and provides training and instruction in the custody and security of offenders including observing actions of offenders to identify signs of mental health issues, mental health distress, or suicidal behavior and making referrals to unit health professionals; and squatting and bending to perform "pat" and "strip" searches of offenders, restraining and securing sometimes assaultive offenders, and transferring and transporting offenders by walking, driving, or riding in various vehicles such as trailers, vans, buses, and other forms of transportation.
- D. Supervises and provides training and instruction in the security of offenders performing technical skills such as construction, maintenance, laundry, food service, and in varied industrial and agricultural operations which involve climbing stairs, steps, and ladders and climbing around the inside and outside of buildings; works outdoors and indoors without air conditioning; works around motorized or moving equipment and machinery; and is subject to all types of weather.

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- E. Provides training and instruction to respond to emergencies including climbing stairs, steps, and ladders while searching for escaped offenders, hearing calls for and calling for help, giving first aid at the emergency site, carrying an injured or unconscious offender or employee various distances to safety up or down stairs, steps, and ladders; and uses force and deadly force to include the use of chemical agents and firearms to control offenders.
 - F. Instructs security and non-security trainees and employees to read, review, and properly apply information found in offender records which is related to the offender's health and safety and to the security of the facility; provides appropriate information to other staff; complies with all policies, procedures, rules, and regulations; enforces offender disciplinary rules; and supervises the preparation and maintenance of records, forms, and reports.
 - G. Evaluates firearms training conducted in the Pre-Service and In-Service Training Programs; coordinates Pre-Service College Firearms contract training; conducts certification training programs for firearms instructors, chemical agent instructors, and unit armories; coordinates instruction in riot control and defensive tactics; coordinates the distribution of security equipment and ammunition; provides technical training support and coordination for reloading operations; prepares and supervises the preparation of lesson plans; and orders and maintains inventory of range supplies and equipment.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. Four years full-time, wage-earning correctional custody or law enforcement experience to include two years in the supervision of employees. Operational Review Sergeant or Security Threat Group Sergeant experience may be substituted for supervisory experience for a maximum substitution of one year. At least one year of the supervisory experience must be as a mid-level manager (supervisor of supervisors). Thirty semester hours with a minimum of six semester hours in Criminal Justice from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for one year of non-supervisory experience for a maximum substitution of one year.

Firearms Instructor Certification must be obtained within 90 days of hire date for continued employment in this position.

Selected applicants without required certification(s) must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

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B. Knowledge and Skills

1. Knowledge of the overall operation of correctional facilities.
2. Knowledge of correctional methods, techniques, practices, and procedures.
3. Knowledge of the agency's core values.
4. Knowledge of firearms and chemical agents.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to prepare and maintain accurate records, files, and reports.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
10. Skill in public address.
11. Skill in the use, care, and maintenance of firearms, chemical agent delivery systems, and riot control equipment.
12. Skill in ammunition reloading and repair of reloading machines.
13. Skill to plan, organize, and assign the work of others.
14. Skill in the supervision of employees and offenders.
15. Skill in training riot control and defensive tactics preferred.
16. Skill to develop learning objectives, curriculum, evaluation instruments, course content, and instructional methods preferred.
17. Skill to analyze training needs and evaluate the effectiveness of a program preferred.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, steps, and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, operate motor equipment, use firearms, perform tactile discernment, and restrain assaultive persons.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, using chemical agents, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, radio, dolly, firearms, handcuffs, waist and leg restraints, turn cranks on manual doors, tear gas canisters and weapons, VCR cameras, various locking systems, tractor, trailer, and automobile.